

Electronic Data Submittal Summary

In accordance with N.J.A.C. 7:9E and N.J.A.C. 7:18, all Private Well Testing Act analytical data must be submitted electronically to the NJDEP by one reporting laboratory. The reporting laboratory must first follow the process below before attempting to submit test results to the NJDEP.

NOTE: Once initially established through the NJDEP web-based application, the submitter's USER ID and PIN (electronic access code) must accompany ALL future PWTA data submittals from the reporting laboratory.

A. Step One: First Create a USER PROFILE

- At least one day prior to data submittal, the PWTA reporting laboratory must first create a "USER PROFILE" in the NJDEP's electronic portal located at (<http://www.njdeponline.com>). Establish a "USER PROFILE" via the instructions on the screen. You will be required to create a "USER ID" and "PIN" before submitting electronically. Only NJDEP authorized PWTA drinking water labs will be able to create a "USER ID" and "PIN".
- Once the PWTA reporting laboratory establishes a "USER PROFILE", the next step is for the reporting laboratory's lab manager or designee to complete the "Reporting Laboratory Administration Request Form." The Reporting Laboratory Administration Request Form is a registration form that establishes one laboratory security administrator at the designated laboratory. If approved, this administrator will have access to submit electronically and also have rights to grant and revoke access (via njdeponline) to other users within the same laboratory. (See directions on the njdeponline portal for further instruction on how the lab administrator adds or deletes additional lab users within that given lab).
- The reporting laboratory lab manager or assigned designee who completes the Reporting Laboratory Administration Request (001) Form must mail (& fax if first if they wish) an administratively complete paper copy to the NJDEP, Office of Quality Assurance as indicated on the njdeponline webpage. Within 24 hours of completing the review, the NJDEP will determine if access shall be granted to the lab manager or designee. That individual will be notified electronically of the NJDEP's decision.
- The lab manager or designee only has to register only once as a laboratory security administrator, unless the lab wishes to designate another security administrator representative.

B. Step Two: How to Electronically Submit Test Results

- Once access has been granted by the NJDEP, the reporting laboratory may wish to modify their "initial" activation password provided by the NJDEP. The reporting lab may now begin to submit private well testing results electronically by sending an email with a DOS based text attachment to the NJDEP. The PWTa Program database will not accept any other types of data files, only those DOS based text files labeled (.txt) in the format specified by the NJDEP. Once the NJDEP has received the electronic data submittal an email receipt will be sent to the reporting laboratory that the lab's email and data file have been successfully "received" by the NJDEP. Once the data text file has been processed through the PWTa database and the data format is acceptable, a confirmatory email will then be sent to the reporting lab that the data file has been "Accepted".
- The reporting laboratory may choose to utilize Laboratory Information and Management System (LIMS) as the vehicle to generate the analytical results text file for the NJDEP-PWTa Program. Should this method be chosen, the final DOS based text file containing analytical results, must be in the exact format specified by the NJDEP. The NJDEP is also providing a downloadable Excel Spreadsheet (See the PWTa website at www.state.nj.us/dep/pwta). The Excel spreadsheet will allow a reporting laboratory to enter data in the spreadsheet and generate a text file in the NJDEP specified format. This text file can then be e-mailed to the NJDEP as specified below or on the NJDEP Online Portal.
- Once a USER ID and PIN are obtained (see A. above) by a reporting laboratory through the njdeponline.com portal, the data text file must be emailed to the NJDEP as an attachment. The e-mail address is **submitresultspwta@dep.state.nj.us**.
- The format of the e-mail must be as follows:
 - a.) "NJDEP PWTa" in the subject line of the email
 - b.) <USERID>whatever you've chosen </USERID><PIN>whatever you've chosen</PIN> must appear on the first line of the email text.
- **NOTE:** It is imperative that all reporting laboratories follow the instructions provided at: www.njdeponline.com exactly to eliminate any potential submittal problems.

WARNING: Macintosh text files generally do not conform to the same file standards as DOS text files. The NJDEP recommends that Macintosh users may have to utilize additional software to produce the appropriate DOS text file to submit data electronically.